

To
The Principal
Jalpaiguri Govt. Engineering College
Jalpaiguri-735102

Sub: Prayer for refund of excess paid Examination fees/ Tuition fees of FFS & HSF/ Seat Rent/
Hostel Electricity charge .

Sir,

With due respect I am to request you to Arrange to issue A/C payee cheque in favour of me or credit
to the bank account mentioned hereunder

(FILL IN BLOCK LETTERS)

1	NAME OF THE STUDENT	
2	COLLEGE ROLL NO.	
3	NAME OF THE DEPARTMENT AND YEAR (B.TECH/M.TECH & DEPARTMENT NAME , YEAR)	
4	REFUND AMOUNT	
5	PURPOSE OF REFUND (EXAMINATION FEES/TUITION FEES OF FFS or HSF/SEAT RENT/ELECTRICITY CHARGE)	
6	MOBILE NO.	
7	EMAIL ID	
8	BANK NAME	
9	BANK BRANCH	
10	BANK ACCOUNT NO.	
11	BANK IFSC CODE	

(Note: The bank account should be in the name of the student or where the student is the 1st holder of account)

Yours faithfully

(Counter signature of Guardian with date)

(Full signature of the student with date)

Encloser:

- The Photocopy of College ID card of the student.(Self Attested)
- A cancelled cheque & copy of the 1st page of Pass Book of the bank account stated above (self signed).
- E-Payment form .
- Document of payment of fees to the college bank A/C.(self attested)

Note: Do not email the soft copy